

I. FILEWRAPPER		
A. Face of File		
1. Verify continuing data MPEP 202.02		✓
2. Verify Foreign/PCT applications MPEP 201.14(c)		✓
3.		✓
a) Verify Foreign Priority claims MPEP 201.14(c)		✓
b) Verify 35 USC 119 conditions met MPEP 201.14 (b)		
c) Verify and acknowledge, Examiner initials MPEP 201.14(c)		
4. Verify title is aptly descriptive MPEP 606.01		
5. Determine if attorney or pro se MPEP 401.6. Classification MPEP 903.08(a)		
a) Appropriate for docket		
b) b. Transfer to another art unit MPEP 903.08(d)		
B. Oath/Declaration		✓
1. Declaration Statement is included MPEP 602		
2. Oath (notary seal is present) MPEP 604.01		
3. All phrases are included: MPEP 602.37 CFR 1.63		
a) "The original, first and sole inventor or joint inventors"		
b) "Reviewed and understand the contents of the specification including claims"		
c) "Acknowledge the duty to disclose information in accordance with 1.56(a)"		
4. Reference to related U.S. Applications MPEP 201.11		
5. Signed by all applicants or Rule 47 label attached MPEP 605.04(a)		
6. Citizenship, Residence and Post Office address included for all applicants MPEP 605.01, .02, .03		
7. Foreign priority claimed no more than one year from effective filing date (six months for designs) MPEP 201.14(c)		
8. Foreign priority on face of file agrees with Oath/Declaration MPEP 201.14(c)		
9. Certified copy of foreign priority document present MPEP 201.14(b)		✓
C. Drawings MPEP 608.02		✓
1. None and agrees with drawing box on face of file - go to Section D, Specification		
2. Serial number is correct on each sheet of drawings (PTO responsibility)		
3. Drafting Stamp is on each sheet of drawing - PTOL 948 Draftsman Criticism present		
4. Number of sheets in file agrees with drawing box on face of file		
5. Each figure is labeled		
D. Specification - Formal Matters 608.01		✓
1. Specification is in permanent ink		
2. Serial number is present and correct on first page (PTO responsibility)		
3. Continuing data 35 USC 120 is mentioned in the first paragraph		
4. Continuing data agrees with face of file		
5. There are no unclear words because of holes at top of any page		
6. There is no missing text		
7. There are no missing or duplicate pages		
8. Text is in English language		
9. Brief Description of Drawings includes a description for each figure of drawing		
10. Compare Specification to Drawing (originally filed drawings are part of original disclosure)		
11. Verify correspondence between reference numbers in specification and in drawings		
12. Verify each reference number in specification corresponds to same element in drawings		
13. Label prior art drawings as such		
14. Verify presence of Information Disclosure Statement MPEP 609		
a) PTO 1449 Information Disclosure Citation or equivalent		
b) Supply copy of references		
c) State relevance of references if not in English language		
d) Prior art cited in specification		
E. Disclosure MPEP 608		✓
1. Specification MPEP 608.01		
a) Read specification to understand what applicant regards as his invention as distinct from background and admitted prior art		
b) Verify invention is adequately disclosed per 35 USC 112-1		
- Adequate written description		
- How to make & use/is it enabling		
o Clear to one of ordinary skill in the art		

o Without undue experimentation	
- Best mode	
2. Claims MPEP 608.01(1)	
a) Formal matters	
(1) All claims are numbered sequentially MPEP 608.01 (1)	
(2) There are no missing or duplicate claim numbers	
(3) In what form are the claims? MPEP 608.01(m)	
- Independent MPEP 608.01(m)	
- Dependent M PEP 608.01(n)	
- Multiple dependent MPEP 608.01(n)	
- Hybrid claim MPEP 608.01(1)	
- omnibus MPEP 2173.05(r)	
(4) If dependent: 608.01(n)	
(a) Reference to previous claim	
(b) Specify a further limitation	
(c) Refer to no more than one preceding claim	
(d) If multiple dependent, refer to claim in alternative form	
b) Analyze Claims	
(1) Diagram or conceptualize image, words, structures formula, etc. - a literal sketch of what is claimed, not what is shown in drawings	
(2) Ask:	
(a) Do I know what I am looking for?	
(b) Do I have an idea of what is new?	
(3) What is the scope?	
(a) Broadest claim (fewest organizational elements)	
(b) Narrowest claim (most organizational elements)	
(4) Determine if claimed invention is adequately disclosed	
(a) Can you understand the claim (scope read in light of the specification)?	
(b) Does the disclosure teach you how to make or use the claimed invention?	
(5) Do claims particularly point out & distinctly claim the disclosed invention	
(a) Is the claim vague & indefinite MPEP 21712173.06	
- Does the claim include alternative language MPEP 2173.05(h)	
- Do any terms in the claims lack antecedent basis MPEP 2173.05(e)	
(b) Is the claim incomplete MPEP 2173.05 (l)	
(c) Does claim include functional language MPEP 2173.05(g)?	
(d) Omnibus claim MPEP 2173.05(r)	
F. Abstract MPEP 608.01(b)	
1. Abstract on separate page	
2. Serial number present and correct	
3. Contains no more than 25 lines/150 words	
4. No more than one paragraph	
5. Meets proper language format, Rule 1.72(b)	
II. REPORT TO SPE / PRIMARY	
A. Overview of invention in its basic concept (1-2 sentences)	
- How it works or operates	
- What you perceive is the improvement	
B. Background of Invention	
- Problems that led to invention	
- Prior art	
C. Detailed description of invention	
- Marked copy of drawings	
D. Discuss formal problems	
E. Point out how claimed invention differs from invention disclosed	
F. Show/discuss diagram or conceptualization of the claims	
G. Plan Field of Search with SPE	
H.	